

**BY ORDER OF THE COMMANDER
FAIRCHILD AIR FORCE BASE**



**FAIRCHILD AIR FORCE BASE
INSTRUCTION 33-114**

18 FEBRUARY 2014

Communication and Information

**SOFTWARE LICENSE MANAGEMENT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Steven P. Brummitt)

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This instruction implements Air Force Instruction (AFI) 33-114, *Software Management*, and Technical Order (TO) 00-33A-1001, *General Communications Activities Management Procedures and Practice Requirements*. It establishes policies, procedures, and responsibilities for software license management at Fairchild Air Force Base (AFB). It applies to all personnel (officer, enlisted, and civilian) assigned or attached to units located at Fairchild AFB. This instruction clarifies commander involvement in the Fairchild AFB Software Licensing Program. It also outlines responsibilities for the 92d Communications Squadron Commander (92 CS/CC), Base Software License Manager (BSLM), Unit Software License Managers (USLMs), Client Support Technicians (CSTs)/Functional Service Administrators (FSAs), and individual users.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command.

1. 92 CS/CC Responsibilities.

1.1. The 92 CS/CC will designate primary and alternate BSLMs to manage the wing and base Software License Programs.

2. Unit Commander Responsibilities.

2.1. All unit commanders will:

- 2.1.1. Appoint a primary and alternate USLM to administer the Software License Programs.
- 2.1.2. Forward USLM appointment memorandums to the BSLM.
- 2.1.3. Ensure the outgoing and incoming license managers conduct a joint inventory of all software and endorse all inventories.
- 2.1.4. Annually certify in writing to the BSLM that the annual inventory list or memorandum has been completed by the USLM. This is accomplished by signing the annual inventory list or memorandum.
- 2.1.5. Ensure software acquisitions are coordinated through the respective software license manager and BSLM prior to purchase.
- 2.1.6. Ensure delivered software is routed through the respective software license manager. Ensure the BSLM is informed so the software can be added to the inventory.
- 2.1.7. Ensure necessary training for users and maintainers is obtained for unique software purchased or developed by the unit.

3. BSLM Responsibilities.

3.1. The BSLM will:

- 3.1.1. Place semiannual reminders of the need for proper software license management in base bulletins and other media to increase and reinforce the legal requirement of maintaining software licenses according to their stated conditions.
- 3.1.2. Provide software license training for newly appointed BSLMs and USLMs and cross feed locally developed materials between unit managers, CSTs, and FSAs. This training will include, but is not limited to:
 - 3.1.2.1. Ensure USLMs are familiar with AFI 33-114, paragraph 9.
 - 3.1.2.2. Ensure USLMs complete the United States Air Force Software License Management and Anti-Piracy computer-based training.
 - 3.1.2.3. Explain how to maintain accurate records of installed software.
 - 3.1.2.4. Learn the basics of software licenses and the Copyright Act.
 - 3.1.2.5. Ensure Commercial-off-the-Shelf (COTS) applications have licenses.
 - 3.1.2.6. Verify that the use of software corresponds to the applicable license agreement.
 - 3.1.2.7. Identify software that does not have associated licenses, coordinate with USLMs for assembling proofs of purchase, and request replacement licenses from publishers, as needed.
 - 3.1.2.8. Perform periodic compliance visits to base units, and inspect unit accounts at least once annually.
 - 3.1.2.9. Conduct annual software license meetings for USLMs.

3.1.2.10. Maintain current list of all USLMs.

3.1.2.11. Ensure automated tools are used to the maximum extent possible for tracking software installed on the base network.

3.1.2.12. Ensure approval is obtained from the designated approval authority (DAA) for any software placed on computers or computer systems on the base network.

4. USLM Responsibilities.

4.1. The USLM will:

4.1.1. Become familiar with license agreements of software used in their organizations.

4.1.2. Coordinate with the BSLM, FSAs, CSTs, users, and/or purchasers on all software acquisitions.

4.1.3. Combine software acquisitions, if possible.

4.1.4. Receive all new software, inform the BSLM of new software, and become familiar with license agreements prior to releasing software.

4.1.5. Store evidence (user manuals, purchase documentation, compact disk (CD, etc.)) and physical software media in a secure location (locked drawer, file cabinet, room, etc.).

4.1.6. Ensure legal acquisition and use of all software.

4.1.7. Identify software that does not have associated licenses, assemble proofs of purchase, and request replacement licenses from publishers, as needed.

4.1.8. Act as liaison between personal computer (PC) users and BSLM.

4.1.9. Respond to the BSLM as necessary.

4.1.10. Coordinate training with the BSLM, as needed.

4.1.11. Ensure newly assigned personnel receive software license training within 30 days of their arrival and annually thereafter. This training will include, but is not limited to:

4.1.11.1. Promoting user awareness of unauthorized or illegal use of computer software.

4.1.11.2. Providing how and to what extent the user may be held liable for unauthorized or illegal use of computer software.

4.1.11.3. Training users on procedures for acquiring new software.

4.1.11.4. Making users aware of the importance of identifying unauthorized or illegal software on their systems.

4.1.11.5. Circulating software licensing information throughout the organization.

4.1.11.6. Supporting and implementing the base software license program.

4.1.11.7. Performing an annual inventory of all unit software.

4.1.11.8. Performing a joint inventory of software before transferring responsibility to another software license manager. Ensure the unit commander endorses the hard-copy report.

5. CSTs/FSAs Responsibilities.

5.1. CSTs and FSAs will:

5.1.1. Notify USLMs when installing software from shared folders or using installation Compact Disc Read-Only Memory.

5.1.2. Notify USLMs when uninstalling, upgrading, or performing any actions that change the amount or number of licensed software products installed on the base network.

5.1.3. Ensure software covered by an enterprise license agreement is removed from hardware storage devices (hard drives, etc.) when performing automated data processing (ADPE) equipment turn-in.

5.1.4. Not purchase or obtain software without prior coordination of the USLM.

6. PC User Responsibilities.

6.1. Each PC user will:

6.2. Assist USLMs with software inventories on PCs as required.

6.3. Not install or remove any software application without first coordinating with the USLM.

6.4. Not make any illegal copies of copyrighted software.

6.5. Not install personally-owned software on their government system unless DAA approval is obtained and documented in the certification and accreditation (C&A) package or the Department of Defense Information and Technology Security Certification Process (DITSCAP).

6.6. Report all unauthorized or illegal software on their system to the USLM for resolution.

6.7. Complete initial software license training 30 days of arrival and annually thereafter.

BRIAN M. NEWBERRY, Colonel, USAF
Commander, 92d Air Refueling Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-114, *Software Management*, 13 May 2004

AFMAN 33-363, *Management of Records*, 01 March 2008

TO 00-33A-1001, *General Communications Activities Management Procedures and Practice Requirements*, 06 August 2010

Prescribed Forms

No prescribed forms

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

BSLM—Base Software License Manager

C&A—Certification and Accreditation

CD—Compact Disk

COTS—Commercial-Off-the-Shelf

CST—Client Support Technicians

DAA—Designated Approval Authority

DITSCAP—DoD information technology Security Certification and Accreditation Process

DoD—Department of Defense

DoDI—Department of Defense Instruction

ESA—Enterprise Software Agreements

ESI—Enterprise Software Initiative

FSA—Functional Service Administrators

IAW—In Accordance With

IT—Information Technology

OPR—Office of Primary Responsibility

PC—Personal Computer

RDS—Record Disposition Schedule

ROM—Read-Only Memory

TO—Technical Order

USLM—Unit Software License Manager

Terms

DoD Information Technology Security Certification and Accreditation Process (DITSCAP)—The DoD standard for certifying and accrediting information technology (IT) systems that collect, store, transmit, or process unclassified or classified information. The standard applies to any IT life cycle, including the development of new IT systems, incorporation of IT systems outside the infrastructure, development of prototype IT systems, and reconfiguration or upgrade of existing systems and legacy systems.

License Agreement—A contract between the software publisher and the user which instructs and limits how the software is to be used. When software is purchased, the purchaser acquires a license to use it, but the publisher retains full rights to the software and can further distribute and reproduce it. License agreements generally fall into the following categories:

Enterprise License—The Department of Defense (DoD) Enterprise Software Initiative (ESI) and the Enterprise Software Agreements (ESA) entered into by DoD components who manage the acquisition of commercially available software at the DoD Enterprise level to reduce the cost of acquiring and maintaining software products. By aggregating requirements and leveraging DoD's buying power together with the buying power of related communities of interest such as the intelligence community, the DoD is able to achieve the most favorable terms and pricing for commercially available software and software maintenance.

Individual License—A license for use on a single machine only.

Network License—A license that allows every member of the network to access the software.

Site License—A license defined by a geographic restriction, such as a building, unit, wing, or base.

Attachment 2

SAMPLE MEMORANDUM

MEMORANDUM FOR FAIRCHILD AFB SOFTWARE LICENSE MANAGER

FROM: UNIT CC

SUBJECT: Appointment of Unit Software License Manager (USLM)

1. In accordance with (IAW) AFI 33-114, *Software Management*, the following personnel have been designated as the primary and alternate USLM(s) for (Unit Name):

	<u>Name</u>	<u>Rank</u>	<u>Unit</u>	<u>Duty Phone</u>
Primary	Isee Alot	Maj		247-1234
Alternate	Steve Rogers	Capt		247-5678

2. This letter supersedes all previous letters of same subject. If you have any questions, please call (unit) USLM at ext (Duty Phone Number).

NAME, Rank, USAF
Commander

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